

Green Business Certification Program Dayton Regional Green 3



GBC Home Page

This link only allows you to view and print the application form. When you are ready to apply, use the "Start a New Application" link to complete the process on line.

| A. | * Business Name: Building Certified: * Business Address: *City: * Email Address: * Contact: | | | * Zip: 「 * Phone: 「 | |
|-------|---|-----------------|-------------------------------|---------------------------|--------------------------|
| В. | Is this a LEED Certified I | Building: | Yes No | 0 | ccupant: OWNER |
| | Is Energy Audit done by | DRG3: | Yes No | | |
| | Is Energy Audit subsidize | ed by DP&L: | Yes No | | |
| | Drofossion | nal Enginaan as | nd /or Certified Energy M | Janagan Infan | matian |
| | 1 Tolession | nai Engineer ai | iu/of Certified Effergy W | Tanager Inioi | mation |
| C. | Company: | | | Contact: | |
| | Street Address: | | Î | | |
| | City: | | | Zip: | |
| | Email Address: | | | Phone: | |
| | Registration Number: | | | | |
| | | (5% of | all applications will be audi | ted) | |
| | Certification Tabula | ation | Min Points Req'd for GBC | Actual Points Achieved | Min Points Req'd for BBC |
| 1. G | eneral Standards for All Bus | sinesses | 8 | | 8 |
| 2. Sc | olid Waste Reduction | | 12 | | 12 |
| 3. Eı | nvironmentally Preferable P | urchasing | 7 | | 7 |
| 4. Eı | nergy Conservation | | 14 | | 14 |
| 5. W | ater Conservation (Without | Landscaping) | 9 | | 12 |
| W | ater Conservation (With La | ndscaping) | 10 or 18 | | 13 or 23 |
| 6. Po | ollution Prevention | | 16 | | 25 |
| | Total Without Lands | caping: | 66 | | 78 |
| | Total With Landsca | aping: | 67 or 75 | | 79 or 89 |
| For (| Official User Only | - | - | | |

Green Business Certification Issue Date: Certification Number:

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| 1 General Standards for All Businesses | | SCORE 8 |
|--|-------------|------------|
| A. COMPLIANCE CHECKS (Mandatory) | REQUIREMENT | YES NO N/A |
| 1A1. Business is in compliance with Public Health Services with no health violations | Mandatory | 000 |
| 1A2. Business is in compliance with storm water related requirements | Mandatory | 000 |
| 1A3. Business is in compliance with wastewater related requirements | Mandatory | 000 |
| 1A4. Business is in compliance with air quality regulations | Mandatory | 000 |
| 1A5. Business is in compliance with all applicable Fire Dept. regulations | Mandatory | 000 |
| B. GREEN BUSINESS AWARENESS | REQUIREMENT | YES NO N/A |
| 1B1. Provide 3 ongoing incentives or training to encourage employee participation | Mandatory | 000 |
| 1B2. Inform customers about your DRG3 Green Business Certification efforts | Mandatory | 000 |
| 1B3. Assist at least 1 other business to learn about the DRG3 Certification Program | Mandatory | 000 |
| | TOTAL (8) | |
| NOTES: | | |
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| 2 Solid Waste Reduction & Recycling | | | sco | RE 12 |
|--|-------------|------------|---------|-------|
| A. GENERAL WASTE | REQUIREMENT | YES | NO | N/A |
| 2A1. Write and Implement a Solid Waste Management Policy. Solid Waste Recycling Policy.docx [Download] | Mandatory | \circ | \circ | 0 |
| B. HAZARDOUS WASTE | REQUIREMENT | YES | NO | N/A |
| 2B1. Dispose of hazardous wastes at a Hazardous Waste Facility | Mandatory | | | 0 |
| C. PAPER WASTE REDUCTION (Choose at least 5 of 12 from 2C 1 thru 2C 12) | REQUIREMENT | YES | NO | N/A |
| 2C1. Reuse paper for printing drafts and memos | | | | 0 |
| 2C2. Enforce double- sided printing | | \bigcirc | 0 | 0 |
| 2C3. Set document defaults to smaller fonts and margins | | | | 0 |
| 2C4. Use computer fax modems that allow direct faxing or email documents | | | | 0 |
| 2C5. Request removal from bulk mail and write "refused"on first class mail. | | | 0 | 0 |
| 2C6. Set up bulletin board to minimize employees receiving copies. | | | | 0 |
| 2C7. Replace memos with email messages and discourage printing of emails. | | | 0 | 0 |
| 2C8. Design marketing materials that require no envelopes-simply fold & mail. | | \bigcirc | 0 | 0 |
| 2C9. Print marketing materials on recycled paper with soy or low VOC inks | | | \odot | 0 |
| 2C10. Use electronic billing | | | 0 | 0 |
| 2C11. Have a solid waste assessment done for your facility | | | 0 | 0 |
| 2C12. Other-Please Specify in Notes section: | | | 0 | 0 |
| D. OTHER WASTE REDUCTION (Choose at least 5 of 18) | REQUIREMENT | YES | NO | N/A |
| 2D1. Eliminate polystyrene containers | | | | 0 |
| 2D2. Provide recycling and/or composting containers | | | 0 | 0 |
| 2D3. Encourage reuse of disposable bags | | | | 0 |
| 2D4. Encourage purchase of reusable bags | | | 0 | 0 |
| 2D5. Use laundry service that uses re-usable bags for dirty and clean linen | | | | 0 |
| 2D6. Leave grass clippings on mowed turf | | | 0 | 0 |
| 2D7. Compost food scraps | | | 0 | 0 |
| 2D8. Compost or recycle landscape debris and trimmings | | | 0 | 0 |
| 2D9. Use wadded paper for shipping | | | | 0 |
| 2D10. Reuse other packaging materials | | | 0 | 0 |
| 2D11. Recycle used printer cartridges or use refillable cartridges | | | 0 | 0 |
| 2D12. Recycle CDs and DVDs | | | 0 | 0 |

| 2D13. Recycle or reuse carpeting | $\circ \circ \circ$ |
|---|---------------------|
| 2D14. Recycle pallets in business recycling dumpsters or arrange for collection | 000 |
| 2D15. Reuse or donate used furniture | 000 |
| 2D16. Reuse, donate or recycle electronics | $\circ \circ \circ$ |
| 2D17. Recycle batteries or use rechargeable batteries | 000 |
| 2D18. Other: Please Specify in Notes section: | $\circ \circ \circ$ |
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| MINIMUM (1: | 2) |
| | 2) |
| NOTES: | 2) |
| | 2) |
| | 2) |
| | 2) |

| 3 Environmentally Preferable Purchasing | | | SCO | RE 7 |
|--|--------------------------|------------|-----|------|
| A. GENERAL PURCHASING (Choose at least 3 of 14) | REQUIREMENT | YES | NO | N/A |
| 3A1. Write and implement a Green Purchasing Policy Green Purchasing Policy.docx [Download] | | 0 | 0 | 0 |
| 3A2. Select products shipped with less or reusable packaging | | 0 | 0 | |
| 3A3. Work with vendors to minimize or take back packaging materials | | 0 | 0 | 0 |
| 3A4. Arrange for cooperative purchasing: associations or co-located business groups | | 0 | 0 | |
| 3A5. Purchase reusable office items (pens, erase boards, etc) | | 0 | 0 | 0 |
| 3A6. Have all employees use reusable beverage containers and dish ware | | 0 | | 0 |
| 3A7. Donate or recycle old uniforms and linens | | 0 | 0 | 0 |
| 3A8. Purchase in bulk | | 0 | 0 | 0 |
| 3A9. Purchase unbleached paper products for kitchen and restrooms | | 0 | 0 | 0 |
| 3A10. Do business with other green vendors | | 0 | 0 | 0 |
| 3A11. Retail - stock less toxic/polluting items than conventional | | 0 | 0 | 0 |
| 3A12. Retail - offer incentives for reusing bags, mugs | | 0 | 0 | 0 |
| 3A13. Arrange for single vendor with several deliveries at once | | 0 | | 0 |
| 3A14. Purchase local products | | 0 | | |
| B. RECYCLED CONTENT PURCHASING (Purchase at least 3 of 15 listed products -items 3B3 | REQUIREMENT | YES | | N/A |
| thru 3B17- with post consumer recycled content and/or "green label") 3B1. Purchase 100% recycled content office paper with 30% pcw | 1 of 3B1 or 3B2 Required | | | |
| 3B2. 50% or more of total office copy paper purchases to be SFI certified- (OR)- 30% or | Tor 3B1 or 3B2 required | _ | _ | |
| more to be FSC certified | 1 of 3B1 or 3B2 Required | | | |
| 3B3. Paper towels | | \bigcirc | | |
| 3B4. Toilet paper | | \bigcirc | | 0 |
| 3B5. Disposable drink and food items (e.g. paper plates, napkins etc.) | | \bigcirc | | |
| 3B6. Storage bins and containers for recyclables | | 0 | | 0 |
| 3B7. Trash containers | | 0 | | 0 |
| 3B8. Floor mats | | 0 | 0 | 0 |
| 3B9. Toilet seat covers | | 0 | | 0 |
| 3B10. Construction materials | | 0 | 0 | 0 |
| 3B11. Paint | | 0 | 0 | 0 |
| 3B12. Landscaping/gardening supplies | | 0 | 0 | 0 |
| 3B13. Restaurant products | | 0 | 0 | |

| 3B14. Toner cartridges | $\circ \circ \circ$ |
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| 3B15. Non-toxic, organic janitorial/maintenance supplies | 000 |
| 3B16. Office Supplies: business cards, folders, notepaper, pens etc. | 000 |
| 3B17. Other: Please specify in Notes section: | 000 |
| MINIMUM (7) | |
| NOTES: | 1 |
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| 4 Energy Conservation | | | SCOR | 14 |
|---|-------------|------------|------------|-----|
| A. ENERGY MANAGEMENT | REQUIREMENT | YES | NO | N/A |
| 4A1. Conduct (or have a contract in place for) an ASHRAE Level 1 energy audit. Audit must be performed by a Registerd Professional Engineer (PE) or a Certified Energy Manager (CEM). Not required for LEED or Energy Star buildings. | Mandatory | 0 | 0 | 0 |
| 4A2. Contact your energy provider and obtain gas/electricity consumption for 2 years | Mandatory | 0 | 0 | 0 |
| 4A3. Complete regularly scheduled maintenance on HVAC system | Mandatory | 0 | | 0 |
| 4A4. Track and post monthly utility consumption (if >5 employees) | Mandatory | | 0 | |
| B. ENERGY CONSERVATION (Choose at least 10 of 38 from items 4B1 thru 4B38) | REQUIREMENT | YES | NO | N/A |
| 4B1. Use energy management system to control large mechanical loads | | 0 | \bigcirc | |
| 4B2. Use lighting controls such as motion sensors and/or photo cells | | \bigcirc | 0 | 0 |
| 4B3. Upgrade indoor and/or outdoor lighting to LED's | | | 0 | 0 |
| 4B4. Implement temperature setbacks for when building is unoccupied | | 0 | 0 | 0 |
| 4B5. Upgrade to T8 (or T5) fluorescent tubes with electronic ballasts | | 0 | | 0 |
| 4B6. Install programmable thermostats | | 0 | | 0 |
| 4B7. Set hot water heater between 120-140F | | 0 | | 0 |
| 4B8. Insulate major hot water pipes | | 0 | 0 | 0 |
| 4B9. Use weather stripping to seal air gaps around windows and doors | | | | 0 |
| 4B10. Use CFLs or LEDs in exit signs | | 0 | | 0 |
| 4B11. Use Energy Star for 50% of electrical equipment/appliances | | | | |
| 4B12. Use automatic power-down computer programs | | | | 0 |
| 4B13. Convert hot water heaters to on-demand systems | | 0 | | 0 |
| 4B14. Use solar water heater or pre-heater | | | | 0 |
| 4B15. Reduce number of lamps, install optical reflectors/diffusers | | 0 | | 0 |
| 4B16. Install ceiling fans for circulation | | 0 | | 0 |
| 4B17. Install timer to turn off office equipment after hours | | 0 | 0 | 0 |
| 4B18. Install controls on vending and ice machines | | 0 | 0 | 0 |
| 4B19. Use booster heater for hot water | | 0 | | 0 |
| 4B20. Replace refrigerators >10 years old with Energy Star model | | 0 | | |
| 4B21. Use economizers on AC system | | 0 | | 0 |
| 4B22. Replace multiple AC units with a single >13 SEER unit | | 0 | | 0 |
| 4B23. Use occupancy sensors for AC/heat | | | | |

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| 4B24. Shade sun-exposed windows and walls | | |
|---|------------|--|
| 4B25. Apply window glazing to reduce solar heat gain | | |
| 4B26. Use double glazing for 90% of windows | 0 | |
| 4B27. Create a plan to hold bi-annual training for staff on energy conservation | 0 | |
| 4B28. Clean light fixtures and lamps on a regular basis | | |
| 4B29. Eliminate or reduce use of small space heaters | 0 | |
| 4B30. Institute a written policy that all electronics be turned off when not in use | 0 | |
| 4B31. Maintain fridge coils free of frost and dust | | |
| 4B32. Rearrange workspace to take advantage of natural sunlight | 0 | |
| 4B33. Encourage employees to wear weather appropriate clothing to work | 0 | |
| 4B34. Use light switch reminders | | |
| 4B35. Disconnect unused ballasts in delamped fixtures AND replace burned out lamps | \bigcirc | |
| 4B36. Institute a policy for repainting building exterior with highly reflective colors | | |
| 4B37. Use desk/task lighting to reduce need for overhead lights | | |
| 4B38. Other: Please Specify in Notes section: | | |
| MINIMUM (14) | | |
| NOTES: | | |
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| 5 Water Conservation | | SCORE 10 "or" 18 |
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| A. WATER MANAGEMENT | REQUIREMENT | YES NO N/A |
| 5A1. Gather your water utility bills for the past 2 years: Analyze usage patterns | Mandatory | 000 |
| 5A2. Understand your water bill and review it monthly for leak/spike indications. | Mandatory | 000 |
| 5A3. Learn how to read your water meter. Use meter to check for leaks | Mandatory | 000 |
| 5A4. Regularly check for and repair leaks in your facility | Mandatory | 000 |
| 5A5. Use dry sweeping & high pressure/low water methods when possible. | Mandatory | 000 |
| B. WATER CONSERVATION (Choose at least 3 of 10 from items 5B2 thru 5B11) For Blue Certification: Choose a minimum 6 of 10 from items 5B2 thru 5B11) | REQUIREMENT | YES NO N/A |
| 5B1. Install low-flow aerators or flow control valves on all "non-critical use" lavatory faucets | Mandatory | 000 |
| 5B2. Use high efficiency toilets flushing at 1.6 gallons or lower. | | 000 |
| 5B3. Use high efficiency urinals flushing at 1.0 gallon or lower. | | 000 |
| 5B4. Maintain water pressure between 60-80 PSI to optimize performance | | 000 |
| 5B5. Do not use a water softener. | | 000 |
| 5B6. If using evaporative AC, ensure maximum water use at 5 gallons per ton-hour | | 000 |
| 5B7. Change window cleaning to "as required" | | 000 |
| 5B8. Use dry floor cleaning methods indoors or use a water efficient waterbroom. | | 000 |
| 5B9. Send vehicles to water recycling carwash | | 000 |
| 5B10. Use dry sweeping outdoors or use a water efficient waterbroom. | | 000 |
| 5B11. Other: Please Specify on Checklist | | 000 |
| C. LANDSCAPING and IRRIGATION - SITES WITH OUTDOOR LANDSCAPING (Comply with 5C1 or: | REQUIREMENT | YES NO N/A |
| Perform 5C2 thru 5C4 if you have a sprinkler system, AND: Choose 3 from 5C5 thru 5C15 for Green Certification, 5 from 5C5 thru 5C15 for Blue Certification) | | |
| 5C1. Eliminate irrigation by planting native and drought resistant vegetation only* | | 000 |
| 5C2. Manually test irrigation system monthly to check for leaks | | 000 |
| 5C3. Repair all broken sprinkler heads/equipment | | 000 |
| 5C4. Adjust sprinklers for proper coverage and avoid runoff | | 000 |
| 5C5. Adjust watering to non-daylight hours (early morning or dusk to avoid evaporation) | | 000 |
| 5C6. Regularly check and properly remove debris and soil from storm drain | | 000 |
| 5C7. Apply 2-3 inches of mulch in non-turf planting areas | | 000 |
| 5C8. Assure proper hydro-zoning of irrigated areas; plant groupings & turf zones; etc. | | 000 |
| 5C9. Install rotating nozzles on all sprinkler heads | | 000 |

| SC10. Install non-spray or drip irrigation in tree and shrub beds | $\circ \circ \circ$ |
|--|---------------------|
| 5C11. Do not water turf grass. | 000 |
| 5C12. Use captured rainwater or recycled waste water for irrigation. | $\circ \circ \circ$ |
| 5C13. Plant / maintain trees to help reduce amount of water runoff | $\circ \circ \circ$ |
| 5C14. Provide irrigation efficiency training for landscape staff | $\circ \circ \circ$ |
| 5C15. Demonstrate/describe your own water conservation technique | $\circ \circ \circ$ |
| MINIMUM 10 (OR 1 | 8) |
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| NOTES: | 1 |
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| 6 Pollution Prevention | | | SCOR | E 16 |
|---|-------------|------------|------------|------|
| A. GENERAL POLLUTION (Choose at least 5 from 6A4 thru 6A23 For Blue Certification: Choose a min. of 14 items from 6A4 thru 6A23) | REQUIREMENT | YES | NO | N/A |
| 6A1. Locate potential pollutants (if any) away from food, service, storage, storm drain areas | Mandatory | 0 | 0 | 0 |
| 6A2. Check MSDS and labels; identify and use safer alternatives | Mandatory | 0 | \bigcirc | 0 |
| 6A3. Dispose of hazardous substances not in use at an approved recycling facility | Mandatory | | 0 | 0 |
| 6A4. Write and implement a Green Cleaning Policy Green Cleaning Policy.docx [Download] | | | | 0 |
| 6A5. Implement "just in time" purchasing policy and "first in, first out" for chemicals | | \bigcirc | \bigcirc | 0 |
| 6A6. Routinely check storage areas and equipment for leaks or spills; repair if needed | | \bigcirc | | |
| 6A7. Use enclosed delivery systems for transporting chemicals | | \bigcirc | | 0 |
| 6A8. Limit access to hazardous material storage and rotate to use oldest first | | 0 | \bigcirc | 0 |
| 6A9. Store deliveries and supplies under a roof | | | | 0 |
| 6A10. Keep receiving/loading docks free of debris and spills | | \bigcirc | | 0 |
| 6A11. Keep dumpsters covered when not in use | | 0 | \bigcirc | 0 |
| 6A12. Ensure carwash water drains into sewer; not storm drain | | | | |
| 6A13. Prevent erosion during landscaping and construction activities | | | | 0 |
| 6A14. Post signs at trouble spots describing proper pollution prevention | | | | |
| 6A15. Label storm drains with "No Dumping, Drains to (appropriate body of water)" | | | | 0 |
| 6A16. Regularly check and clean storm drain openings | | | | 0 |
| 6A17. Clean private catch basins annually | | | | |
| 6A18. Use shut-off valves at storm drains or keep covered for spill-response | | | | |
| 6A19. Use secondary containment or berms in liquid storage areas | | | | 0 |
| 6A20. Keep a spill kit handy to collect spills or leaks from company vehicles | | 0 | | |
| 6A21. Mulch, use ground cover or a barrier to prevent soil run off into storm drain | | | | 0 |
| 6A22. Use outdoor ashtray or "butt" can for smokers | | | | 0 |
| 6A23. Other: Please Specify in Notes section: | | | 0 | |
| B. CHEMICAL POLLUTION (Choose at least 3 of 16 For Blue Certification: You MUST choose items 6B1, 6B2 & 6B3) | REQUIREMENT | YES | NO | N/A |
| 6B1. Buy hazardous materials in small quantities | | 0 | 0 | 0 |
| 6B2. Use one or a few multi-purpose cleaners | | | | 0 |
| 6B3. Replace harmful products with safer alternatives | | | | |
| 6B4. Replace aerosols with pump dispensers | | | | |

| 6B5. Use solvents and paints with lower emissions than current standards | | 0 | |
|---|------------|----|---------|
| 6B6. Buy cleaners; etc. in optimally sized containers to avoid packaging and expiration | 0 | 0 | |
| 6B7. Replace standard fluorescents with low mercury fluorescents | 0 | 0 | |
| 6B8. Use recycled oil for vehicles/equipment | | 0 | |
| 6B9. Use unbleached and/or chlorine free paper products | 0 | | |
| 6B10. Replace toxic permanent ink markers with water-based | 0 | 0 | |
| 6B11. Use natural or low emission building materials, carpets, furniture | | 0 | |
| 6B12. Use electric (not gas) powered tools | 0 | | |
| 6B13. Use wet-scraping, tent or HEPA-vac when removing paint (no chemical strip) | | | 0 |
| 6B14. Use high-efficiency paint spray equipment | | | |
| 6B15. Implement an Integrated Waste Management (IMP) program | 0 | | |
| 6B16. Other: Please Specify in Notes section: | 0 | | \circ |
| C. AIR EMMISSION REDUCTIONS (Choose at least 4 of 6C2 thru 6C20) | YES | NC | N/A |
| 6C1. Develop a Transportation Demand Management program for employees [View Sample] Mandatory | 0 | 0 | |
| 6C2. Provide info to customers about alternative transportation options to get there | 0 | | |
| 6C3. Offer telecommuting opportunities or flexible schedules | \bigcirc | | |
| 6C4. Participate in Miami Valley Regional Planning Commissions Rideshare Program | | | \odot |
| 6C5. Patronize services close by that can be reached by bus, bike, walking | 0 | | |
| 6C6. Provide bikes for employee errands | | | |
| 6C7. Reduce air miles traveled via tele- or video-conferencing | | | |
| 6C8. Plan deliveries to eliminate trips | 0 | | |
| 6C9. Only purchase Low Emitting Fuel Efficient (LEFE) vehicles | | | |
| 6C10. Maintain vehicles per manufacturer specs and track maintenance | | | |
| 6C11. Provide car/van pool parking | 0 | | |
| 6C12. Provide commuter van | | | |
| 6C13. Sell bus passes on-site or at a discount to employees | 0 | | |
| 6C14. Offer shuttle service to and from bus or train stops | | | |
| 6C15. Provide shower facilities to encourage walking/biking/jogging to work | 0 | | |
| 6C16. Offer rebates on bikes bought for commuting | 0 | 0 | |
| 6C17. Provide secure and enclosed bike parking | 0 | | |
| 6C18. Provide incentives for employees who use sustainable transportation | 0 | | |

| 6C19. Provide incentives or vacation to employees who use alternative transportation | | | |
|--|--------------|------|---|
| 6C20. Other: Please Specify in Notes section:(e.g. No-Idling Policy; Don't Top off Gas Tank Policy) | | 0 | 0 |
| | MINIMUM (16) | | |
| NOTES: | | | |
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